

Highland Community Justice Partnership

Minutes of Meeting held 20 December 2017

Present: Philip Macrae Police Scotland (Chair), James Maybee Highland Council, Roddy Bailey SDS, David Alston NHSH, Malcolm MacBean VSS, Alistair McDonald APEX Highland, Libby Bligh Libertie Project, Fraser Nixon SFRS, Alan MacGillivray DWP

In Attendance: Mhairi Wylie HTSI, Margaret McShane HTSI

1. Apologies:

David Goldie Highland Council, Frances MacPherson SCTS, Gary Aitken COPFS, Stephen Coyle SPS, James Dunbar HADP, Samantha Whipp Community Justice Scotland, Joanna MacDonald NHSH, Tom Heggie Councillor

It was established that Fraser Nixon was attending as Antony Gardner from SFRS had retired The Chair intimated that the Partnership wished Antony well on his retirement.

James Maybee updated the meeting with news that Gary Aitken, COPFS representative at the Partnership Meetings has recently been appointed Sheriff in Inverness. There is no news of Gary's replacement as yet.

2. Declaration of interest:

Nothing made known

3. Minutes of Previous Meetings:

Notes of the previous Community Justice Partnership Meeting in September were circulated for noting. They were agreed as correct.

Community Justice Plan:

Action 1 – Organisational awareness survey drafted – **completed**

Action 2 – Organisational awareness survey distributed - although not all partners took part - **completed**

Action – re circulate to Police, Housing, SCTS to be completed in July – Margaret – **completed**

It was agreed that a line should be drawn under this.

Action - reports on the survey responses to be circulated to the Partnership
- Margaret

Action 3 – Third Sector Forum survey drafted – **completed**

Action 4 – Third Sector Forum survey distributed – **completed**

Action 5 – Partnership self-evaluation survey drafted & circulated – **completed**

Action 6 - Partnership self-evaluation survey completed – completed well and good response from the partnership group – **completed**

Action 7 – Baseline figure for number of custodial sentences.... – James has sent figures in relation to CJSW. Margaret updated that figures have been obtained through the Justice Analytical Services
- **completed**

Action 8 - Baseline figure for no. of Bail Supervision Orders.... - James has provided figures - **completed**

Action 9 – Baseline figure for 2016/17 figures for number of ASB instances... Margaret updated that Insp Judy Hill had provided some information around this but some information is still to be provided - **Red**

Action – The Chair to clarify what information will be covered by anti-social behaviour – Philip

Philip updated this is still ongoing and the analyst is looking at set data for use going forward which would give consistency regarding geography and types of behaviour. The initial information request had been too loose. There are changes to the Command & Control system taking place but there should be some information available for the next meeting.

Action 10 – Summary of activity types used as part of a CPO.... – James has provided information around this - **completed**

Action 11 – Baseline figure from 2016/17 for the number of people with offending history who are recorded to abuse alcohol – Joanna updated that these figures would be difficult to achieve - **Red**

Action – SPS, CJSW & NHSH (ABIs) to check what figures they hold that would be useful & The Chair will also check with the police analysts – Stephen, James, Joanna & Philip

The Chair acknowledged that it is unlikely we will obtain these figures. There appears not to have been enough definition around what we are trying to achieve and this needs to be considered in the future, as parameters that are more definitive would be required. There is uncertainty that any agency records alcohol abuse specifically. Joanna to be contacted in relation to this to see what, if any data might be useful. Similar issues ongoing with this as Action 9

Action – Margaret will contact Joanna and check with Justice Analytical Services

Action 12 – Not due until October 2018 - Red

Action 13 – Baseline figures for period to treatment after referral.... – still no update, Joanna to follow up by next meeting – Red

Similar issues ongoing with this as Actions 9 & 11

Action – Margaret will follow up with Joanna

Action 14 – Deliver in partnership with other agencies and CPP activity... - all carried out and update provided earlier in meeting - completed

Action 15 – Launch Event – carried out and update provided earlier in meeting - completed

Action 16 – Establish third/public sector forum – on track to be delivered, Margaret/Mhairi - completed

Action 17 – Complete a participatory Budgeting pilot... – on track for delivery, Margaret/Mhairi by end October 2017 – completed

Action 18 – Bi-monthly press releases...- on track to be delivered in July around the PB Project, Margaret by 1 Aug 2017 – completed

Action 19 – Provision of good news case studies.... – All Partners throughout year – completed

Action - The work of the CJP e.g. PB Event is progressed through the CPP Communication & Engagement Group – Mhairi & Philip

Action 20 – Develop a youth engagement strategy.... – All partners to look at what they already do in relation to youth justice - Red

Action – Margaret to set up a meeting to progress this by end of 2017

Action – ALL partners to feed back what is currently being done in terms of engaging with young people within their organisations to Margaret by end of October – not done

Discussion took place about the realistic nature of delivery against this action in the lifetime of this plan

Action – Request that CPP Communication & Engagement Group develop a Youth Strategy, investigate what can be done – Mhairi & Philip

Action 21 - Set up and manage Twitter account – in hand and will be completed soon - Margaret - **completed**

Action 22 – Promote & utilise partnership Facebook – being progressed, Margaret throughout year – **completed**

Action 23 – Support provision of good news stories... - being progressed, All Partners throughout year – **completed**

Action – Everyone to request their Corporate Communications Teams contact Leah at HTSI – ALL

Action – Margaret to consider Leah (HTSI) to attend next CJP with an update on 'how to' for social media.

Action 24 – Webinars to promote PB.... – being progressed, Mhairi – **completed**

Action 25 – In prison workshop/focus group – will be carried out on 6 July 2017, Margaret – **completed**

Action 26 – In community workshop/focus group ... - awaiting action, Margaret – **completed**

Action 27 – Lived experience seminar arranged – ongoing, early new year, Margaret – **Red**

Action – Circulate request for sub group nominees in relation to Lived Experience Seminar - Margaret
Progressing

Action 28 – Submission of case studies.....- All partners by January 2018 – **Red**

Action – Check what we have, provide guidance on what we are looking for to group, needs to focus on patterns of behaviour and where intervention could have assisted. – Margaret to e-mail partners

[Action 29](#) – Quality Principle Audit or rapid access to treatment.....- Awaiting action, Joanna by 31 March 2018 – Red
Not done

[Action 30](#) – Case Audit report for increased engagement... - Awaiting action, James by 31 March 2018 – Red

James Maybee requested clarification around this Action.

Action – Margaret will check and get back to James

Alistair mentioned an e-mail from Suzy Calder in relation to referral routes to drug treatment, which may be of interest.

Action – Alistair to send to Margaret

[Action 31](#) - Organisational awareness survey.....- Awaiting action, Margaret
By 31 March 2018 – Red
Not done

[Actions 32 – 42](#) to be marked as Red
By Mar/Apr/May 2018
Not done

Discussion took place about hosting another Launch Event for the Community Justice Plan 2018 – 2021

Action - Judy Hill, Police Scotland & Dougie Campbell, SFRS to assist as nominated by Philip and Fraser. Date to be set and consideration of inclusion of success stories.

Action – Media/press release in relation to the Persistent Offender Project – James Maybee – James updated this will be done in Mar/Apr - To be done

Tom informed the meeting that Alistair Christie had suggested that good news stories could be shared at full Highland Committee Meetings.

Action – Mhairi to e-mail Alistair Christie regarding Highland Council Meetings where good news stories from CJP could be shared.

Action – Youth Strategy Sub Group in Nov, Dec with invitation to Bill Alexander & HADP (HADP, Fire, Police, CJSW, FHC4, 3rd Sector, YAT, NHS/Public Health) – Mhairi, not actioned, already being looked (see Action around CPP engagement)

Action – Margaret to repeat engagement with those who have offended within another prison including those who are on longer term sentences – Ongoing

Action – Invite DWP & Employability team to the plan Development Day – Margaret - COMPLETED

Action – Libby to find out a name for contact at DWP – Alan MacGillivray now attending CJP Meeting - COMPLETED

Action – future funding to be broached with CJS – Margaret – No further update on the funding until after the Budget, nothing forthcoming as yet - COMPLETED

Action – Uncertainty around future funding, Philip will write to CJS for clarity

Action – James will check previous correspondence around the funding.

Action – Dates of future meetings to be sent out to the partnership – Margaret – COMPLETED but future dates from March 2018 are still to be confirmed as Stephen will take over the Chair

Action – Celebration of recognising good practice awards to be discussed – All partners -

Action – Mhairi to provide a Paper around this for the CJP Meeting in March

Margaret highlighted the Good News Template had been circulated and it was agreed this would be used for future updates.

4. Community Justice Update:

Philip asked if everyone had read the update and invited Margaret to highlight any items of particular interest.

Margaret spoke in relation to the engagement with Criminal Justice Social Work and Abriachan Forest Trust, which had been very beneficial to see the work that takes place there first-hand. It was also pointed out that Venture Trust in particular are keen to become involved in community justice work

and that there would be an opportunity for them to attend the Third Sector Community Justice Forums.

Philip expressed his thanks for the Development Day and David Alston echoed his comments.

Philip acknowledged that the burden of work continues to be split between Margaret and Mhairi.

5. Community Justice Scotland Update:

Samantha Whipp was unable to attend the meeting but had provided a written update, which had been circulated previously. Philip expressed his disappointment at Samantha not being able to attend but invited those who had not already read the paper to have a look at it.

Action – Margaret to explore VC option for next meeting.

6. Review of CJ Plan:

This had already been covered in Item 3 on the Agenda.

7. PB Report (Small Change For Justice):

Philip updated the meeting about the feedback from the event being a first class event.

Margaret updated that 7 projects are now being funded and that the media coverage of the event was good. The only aspect that needed agreement was in relation to the points of contact from the Partnership to engage with the projects.

Philip asked for agreement from the group in relation to this.

Action – Margaret to brief & update SFRS & Fraser regarding what is required

Action – Philip will replace Ross MacKillop as the point of contact for Crocus Group

Action – Margaret to contact Joanna regarding being point of contact for Abriachan or RASASH

Action - Reports of how the projects are progressing to be updated at the summer CJP, June/September – James Maybee, Philip, Roddy, Fraser, Stephen, Joanna, Margaret

Action – Margaret to circulate details of the projects to relevant partners

Discussion around whether a future PB Event could be held, however, Philip updated that whilst there was agreement in principle, until there is clarity around the financial situation we cannot progress.

8. Plan Development Day Update:

Margaret spoke about the day and that the input from Kenny at Apex had been very good and helped to focus people for the day ahead. The groups were split into 3 to look at the 3 priorities that had been agreed.

In terms of the Mental Health priority, it was agreed that this should sit with NHS, which David Alston was also in agreement with. Joanna has volunteered to lead on this in the first year.

Early Intervention and Diversion will sit with Police Scotland and Philip intimated that Ian Graham will be the key contact in relation to this.

Employment will sit with SPS, Stephen Coyle has agreed to take this on. Roddy agreed to SDS taking on Employability and he has agreed to lead on this.

Action – Margaret to arrange a Focus Group looking at creating Actions around the priorities for the Plan, to be progressed in January

Philip emphasised the need for commitment from all the relevant agencies to this piece of work.

The draft Plan had been circulated and the meeting was asked to agree with the direction of travel in relation this, AGREED.

9. Finance Paper:

James Maybee updated the meeting in relation to the community justice finances –

Margaret's Post (over 3 yrs)	112,207
Small Change For Justice Event	25,000
Video Conferencing Equipment	11,132
TOTAL	148,339

It may be the case that we could hold another PB Event but this will be dependent on funding coming from the Scottish Government.

Action – Philip, Mhairi & James Maybee to expand on this and take forward

Action – HTSI to report on budget for CJ by end of financial year - Mhairi

James Maybee updated the meeting that there was an underspend of approximately £35K from a CJSW budget line for Community Sentencing (which funded the Peddiston Polytunnels Project and POPs amongst other initiatives). Discussion took place around what the money could be used for and there was a suggestion to fund those projects, which were unsuccessful at the Small Change For Justice Event.

Action – James to circulate details of the finances available

Action – Mhairi/Margaret to send James information in relation to the unsuccessful bids.

10. Good News Story:

Libby updated the meeting in relation to the Evaluation of Creative Employability Pilot paper that had been circulated.

11. AOCB:

Stephen had requested that Community Reintegration Plan (CIP) be added but he was not available to speak to this item.

Regarding the Community Justice Learning Exchange, it was agreed that this item be delayed and brought back to the next meeting for discussion.

Action – Margaret to add Alan MacGillivray to the circulation list

12. Date of next meeting: Wednesday 7 March 2018